



Position Description – Play Maker

Classification: ASO4

Reports to: Placemaking Lead

Location: Swallowcliffe Children’s Precinct – IGA Space, Davoren Park

Position Objective

The Play Maker supports the creative, play-based and child-centred activation of the IGA children’s space within the Swallowcliffe Children’s Precinct.

Reporting to the Placemaking Lead, the role assists with the planning, delivery and daily rhythm of creative programs, play activities and family engagement opportunities that support children’s participation, confidence, curiosity and sense of belonging.

The Play Maker works directly with children, families, artists, community members and precinct partners to help create a safe, welcoming and imaginative environment where children want to return regularly, families feel comfortable participating, and play, creativity and shared experiences strengthen community connection.

Key Responsibilities

Creative play and child-centered engagement

- Coordinate the design and delivery of creative, play-based and participatory activities for children and families.
- Facilitate activities such as free play, art and craft, storytelling, sensory play, music, movement, family activities, kids clubs, holiday programs and community celebrations.
- Encourage children to explore, imagine, make, share and participate in ways that reflect their interests and confidence levels.
- Support children’s creative agency by listening to their ideas and helping translate them into practical activities.
- Adapt activities to suit different ages, abilities, cultural backgrounds and participation needs.

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Community participation and family connection

- Build positive, respectful and trusting relationships with children, families and carers who use the IGA space.
- Support regular participation by helping create a warm, safe and familiar environment.
- Encourage child – family bonding through shared creative, cultural and play-based activities.
- Assist with informal feedback and child-friendly engagement activities to help understand what children and families want from the space.
- Support inclusive participation by children and families from diverse backgrounds, including those who may experience barriers to access.

Program delivery and activation support

- Work under the direction of the Placemaking Lead to coordinate the weekly program of creative, play-based, social and community activities.
- Assist visiting artists, facilitators, community contributors and partner organisations to deliver activities in the IGA space.
- Prepare materials, set up activity zones, pack down spaces and maintain supplies and equipment.
- Coordinate the running of daily activities, including welcoming families, managing transitions between activities and encouraging safe participation.
- Contribute practical ideas for future activities based on observed interests, participation patterns and community feedback.

Safe operations, compliance and reporting

- Ensure the safe, clean and welcoming presentation of the IGA space before, during and after activities.
- Follow child safe, WHS, safeguarding, incident reporting and risk management procedures.
- Monitor participation during activities and identify any safety, behaviour, access or wellbeing concerns.

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- Assist with attendance tracking, activity records, material stocktakes and simple reporting.

Communication and teamwork

Work collaboratively with the Placemaking Lead, artists, volunteers, precinct partners and community contributors.

- Communicate clearly and respectfully with children, families, staff and stakeholders.
- Participate in team meetings, planning sessions and reflective practice discussions.
- Assist with basic activity descriptions, community updates and promotional content where required.
- Contribute to a positive team culture focused on safety, inclusion, creativity and community connection.

Selection Criteria

Skills

- Strong interpersonal skills and the ability to engage positively with children, families and carers.
- Practical facilitation skills in creative, play-based, cultural, educational or community activities.
- Ability to create a warm, inclusive and safe environment for children and families.
- Good organisational skills, including preparation of materials, activity set-up and basic record keeping.
- Ability to work as part of a team, follow direction and show initiative within the scope of the role.
- Strong communication and listening skills, particularly when working with children and families.
- Creative problem-solving skills and flexibility in a changing community environment.
- Emotional intelligence, patience and confidence working directly with children.
- Basic digital literacy, including use of Microsoft Office or similar systems.

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Knowledge

- Understanding of the importance of play, creativity and participation in children's development and wellbeing.
- Awareness of child safe environments and appropriate behaviour when working with children.
- Understanding of inclusive practice for children and families from diverse backgrounds.
- Awareness of cultural safety, with respect for First Nations children, families and community members.
- Basic understanding of community engagement and the value of listening to children and families.
- Knowledge of creative materials, play-based methods or arts-based facilitation approaches.

Experience

- Experience delivering or supporting creative, play-based, community, education, arts, cultural or children's activities.
- Experience working directly with children and families in a community, school, early years, recreation, arts or cultural setting.
- Experience supporting inclusive participation by children with different needs, abilities and confidence levels.
- Experience working with artists, volunteers, community groups or partner organisations is desirable.
- Experience in a local community setting, children's precinct, community centre or place-based initiative is desirable.

Qualifications and Requirements

Essential

- Certificate IV or Diploma in Community Services, Education Support, Arts, Early Childhood, Recreation, Cultural Development or a related field, and/or equivalent practical experience.
- Current Working with Children Check.

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- National Police Check.
- Child Safe Environments / Responding to Risks of Harm, Abuse and Neglect training, or willingness to undertake.

Desirable

- Current South Australian Driver's Licence.
- First Aid qualification, or willingness to obtain.